

Certificate Maker™

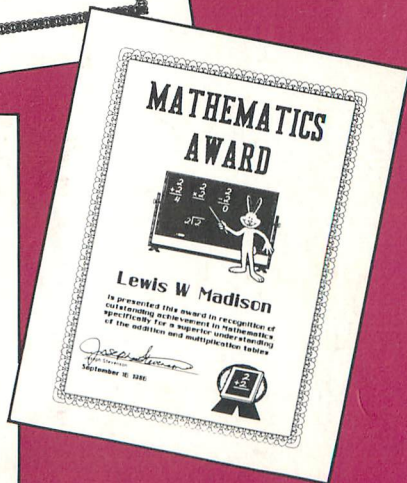
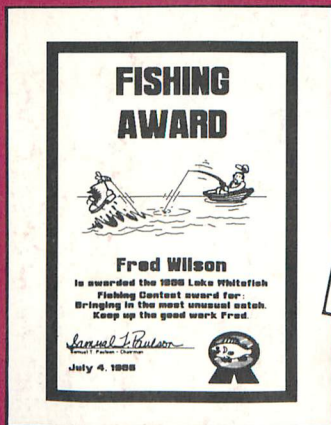


TABLE OF CONTENTS

1 Introduction

- 1 What is Certificate Maker?
- 1 How does it work?
- 2 The elements of a certificate
- 4 Using the keyboard

5 Setting Up and Running Certificate Maker

- 5 Before you start
- 5 Starting Certificate Maker
- 5 Exiting from Certificate Maker

6 Make Certificate

- 6 Flow chart
- 8 Main Menu
- 9 Enter template number
- 10 Select border
- 11 Select title font style
- 12 Enter title text
- 13 Select body font style
- 14 Enter body text
- 15 Enter date line
- 16 Enter signature line
- 17 Select *name* file
- 18 Select names
- 19 Print certificate

21 *Name* File

- 21 Flow chart
- 23 Select *name* file option
- 24 Enter names
- 25 Save *name* file
- 26 Edit *name* file
- 27 Enter name to be added

28 Samples of Borders

30 Certificate Catalog

77 Limited Warranty



Credits:

Springboard Product Development Team is led by Mark Dunn, Vice President of Product Development.

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Our artists are Robert Cavey, Karen Christiansen, and Jerry Cratsenberg.

READ THIS FIRST

Hardware Requirements

To run Certificate Maker you need an Apple II, ILe, IIc or compatible computer including:

64K memory

One disk drive

A dot-matrix printer

Optional equipment includes:

A joystick

A second disk drive

Warning

DO NOT COPY THE MASTER PROGRAM DISK OR THE CERTIFICATE DISK. These disks are copy protected. Attempting to copy these disks could damage them. Backup disks are available directly from Springboard Software; see the Backup Order form included in this package.

How to use this manual

This manual is organized into four chapters:

The **Introduction** provides an overview of the program and explains the uses of various keys on the keyboard.

Setting Up and Running Certificate Maker explains how to install and start the program on your computer.

Make Certificate takes you step by step through the process of creating and printing a certificate.

***Name* File** shows you how to create lists of names that can be merged into your certificates.

As you read the instructions in this manual, there are two conventions to keep in mind:

When there are instructions to **Select** an option, that means you should move the cursor to that option, then press the [return] key.

When there are instructions to **Enter** something from the keyboard, that means you should type the appropriate text, then press the [return] key.

INTRODUCTION

What is Certificate Maker?

Certificate Maker is an easy-to-use program that enables you to create attractive, personalized awards. Even if you have never before used a computer, with Certificate Maker you can make a certificate in only a few minutes--on your first try!

Certificates have always represented a meaningful way to recognize and encourage all kinds of achievements. In the past, however, it has been time-consuming and expensive to purchase or create personalized awards. Now, with Certificate Maker, you can provide specific, immediate, and tangible praise for any occasion. Certificate Maker helps you announce a promotion, recognize the attainment of a goal, give thanks for extra effort, or even poke fun at a dubious achievement.

There are dozens of uses for Certificate Maker: Teachers can reward students for excellence in the classroom.... Parents can acknowledge admirable behavior in their children.... Club leaders can recognize the extra efforts of volunteer workers.... Bosses can bestow honors for excellence to their employees....

How does it work?

Certificate Maker does the hard part for you: It provides more than 200 professionally designed, partially-completed certificates, called templates. Some templates are intended for specific occasions such as academic achievement, sporting triumphs and so on; these include a title and appropriate artwork. Other templates are multi-purpose; they have no artwork and only a partial title like *Certificate of*....

To make a certificate, all you have to do is select the template you want (illustrations of all the templates appear in the Certificate Catalog at the back of this book), choose a border and type style, and fill in the blanks with the recipient's name and achievement. As a finishing touch, you can add one of the 36 seals and stickers that come with Certificate Maker.

For those occasions when you want to present personalized certificates to several people, Certificate Maker has a feature called the **name* wildcard* that lets you insert names into otherwise identical certificates.

The information you enter is added to a template when you print the certificate. The templates themselves remain intact and can be used over and over.

The elements of a certificate

Pre-designed title

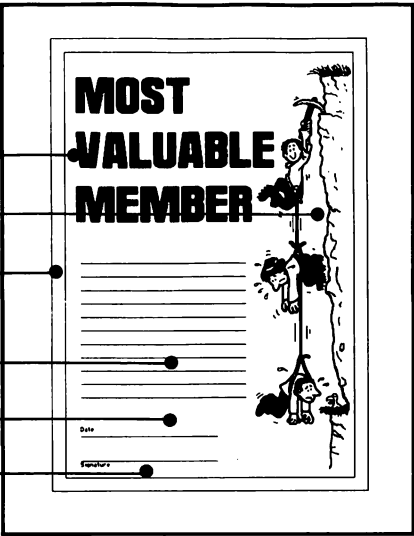
Pre-designed graphic

Choose a border

Open body text and
name wildcard area

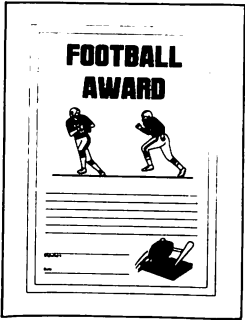
Open date line

Open signature line

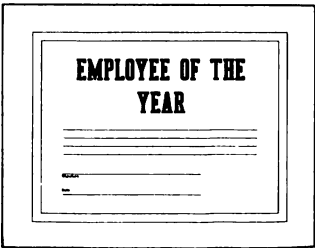


certificate formats

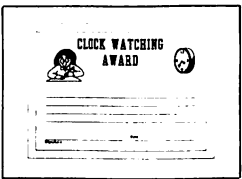
Vertical



Horizontal



Small



As you can see on the illustration on the opposite page, there are four parts to a certificate:

Title: Some templates include a complete title such as *Mathematics Award* or *Most Valuable Member*, while other templates provide a partial title like *Certificate of...*, or a completely blank title area.

Graphics: Many templates include an illustration to spice up the certificate and add that professional, or humorous, touch.

Border: There are 24 designs to choose from. Samples of each border appear on a special Border menu and at the back of this book.

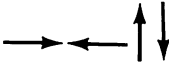
Text: Every template provides space where you can type in specific information about an award. Most templates also include a line for the date and your signature. Certificate Maker has five font styles and two font sizes from which you may choose.

Entering the special code **name** in your text instructs Certificate Maker to print the same certificate several times, with a different name on each copy.

A separate procedure allows you to create “name” files containing the names of the people in your office, classroom, or organization. Just before you print a certificate that has the **name** wildcard in it, the program asks you to choose the names you want to use.

Using the keyboard

The following table shows the keys used in Certificate Maker.

Function	Key	Description
Select	[return]	Use [return] to select an item from a menu or a list of options. When entering text, use [return] to end one line and begin the next.
Go back to the previous screen	[esc]	Use [esc] to cancel your work on one screen and return to the previous screen. When entering text, use [esc] to delete the text on the current line and move the cursor back to the previous line.
Return to the Main Menu	[control-R]	Use [control-R] (hold down [control] and press R simultaneously) at any time to cancel your work and return to the Main Menu. From there, you can start over or exit from Certificate Maker.
Move the cursor		Apple IIe/c: Use the up and down arrow keys to move from one item to another in a menu or a list of options. Apple II + : Use for up and use for down
Making typing corrections	[backarrow] [delete]	Use the backarrow or delete key to erase characters to the left of the cursor.

SETTING UP AND RUNNING CERTIFICATE MAKER

Before you start:

If you plan to use the *name* wildcard feature, initialize a floppy disk for *name* file storage. Use ProDOS to initialize your disk.

Name files must be stored on a separate floppy disk. They cannot be kept on the Certificate Maker Master Program disk or the Certificate Catalog disk. A single floppy disk can hold all your *name* files.

To start Certificate Maker:

Insert the Master Program disk in drive 1 and turn on your computer.

If you have two disk drives, insert the Certificate Catalog disk in drive 2.

To exit from Certificate Maker:

1. Return to the Main Menu by pressing [Ctrl-R].
2. Select the Exit Program option (if you want to run another software application), or turn off your computer.

MAKE CERTIFICATE

This chapter describes how to create and print out a certificate. At the top of each page, the entry screen is numbered in the order in which you will use it. The screen numbers enclosed in parentheses are optional or only appear in certain cases. Follow this flow chart for quick reference.

1

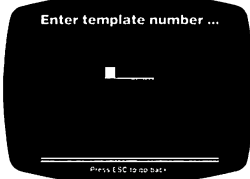


***Name* File:** Go to *Name* File creation on page 21.

Make Certificate: Go to Screen 2.

Exit: Exit to ProDOS

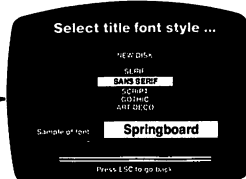
2



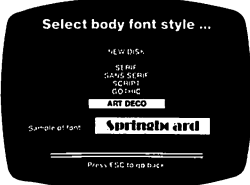
3



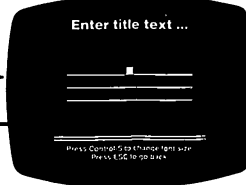
(4)



6 Complete



(5)



Blank

Partial

Continued on next page.

7

Enter body text ...

Press Ctrl+G to change font size
Press ESC to go back

8

Enter date line ...

Press ESC to go back

9

Enter signature line ...

Press ESC to go back

(10) If *name* in #7.

Select *name* file to use ...

NEW DISK

FILE1

FILE2

FILE3

FILE4

Press ESC to go back

12

PRINT MENU

Setup Apple II computer on disk
Apple II user manual
Disk II

Print Certificate

Print Test

Main Menu

Change Setup

Press ESC to go back

(11) If *name* in #7.

Select name(s) to print ...

PROCEED TO PRINT

SELECT ONE NAME

Sara Albertson

Tommy Burton

Lisa Carlson

Michael Davis

Paula Evans

Greg Fanning

Mark Gering

Wally Holt

Press ESC to go back

1 Main Menu



Select **Make Certificate** if you want to create a certificate.

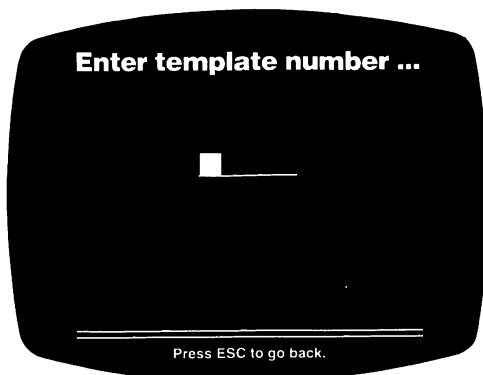
Select ***Name* File** if you want to create or edit a list of names. A ***name*** file list can be merged into a certificate to produce several personalized copies of the same certificate. The program goes to Screen A, Select ***name*** file option (page 22).

*Note: This option is used to add or delete names from a ***name*** file, not to select the names to be printed on any given certificate. Actual name selection is done in the Make Certificate procedure.*

Select **Exit Program** to leave Certificate Maker and return to ProDOS.

No matter where you are in Certificate Maker, you can press [Ctrl-R] to Return to this menu.

2 Enter template number



Enter the number of the certificate template you want to create.

Templates 1-39 are on Disk 1, Side B.

Templates 40-127 are on Disk 2, Side A.

Templates 128-220 are on Disk 2, Side B.

Illustrations of the certificates and their corresponding numbers appear in the *Certificate Catalog* at the back of this book.

3 Select border



Select the border for the certificate.

A border is a design that goes around the edge of a certificate. There are 24 borders from which you may choose; 8 border names are listed at a time. As you move the cursor through the list of border names, the borders are displayed on the screen. When you see the border you want, select it.

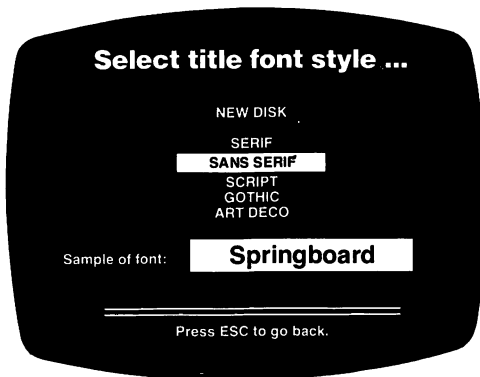
Samples of the borders appear at the back of this book.

Select **More Borders** to see the lists of the next 8 borders.

Select **No Border** to make a certificate with no border.

The **New Disk** option is reserved for future additions to Certificate Maker.

(4) Select title font style



Select the font style you want for the certificate title.

This screen appears only if the certificate has space for you to enter a title *and* if that area is completely blank. (Examples: Certificates 218 and 219.)

If there is space for you to enter a title, but the title area already has some text, such as *Certificate of...* or *The World's Best...*, then the title font style is chosen by the program to match the text already in place.

As you scroll through the list of five font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is the SERIF type style

This is the SAN SERIF type style

This is the SCRIPT type style

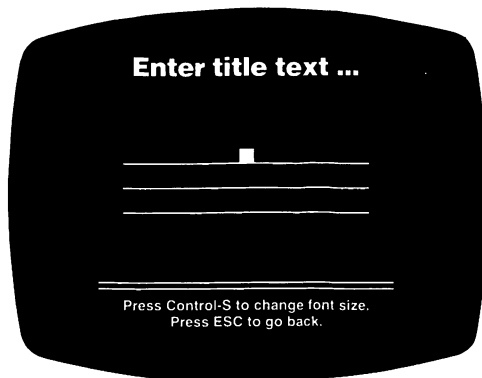
This is the GOTHIC type style

This is the ART DECO type style

The font style appears only on the printed certificate, not on the screen while you are entering the title.

The **New Disk** option is reserved for future additions to Certificate Maker.

(5) Enter title text



Enter a title for your certificate.

This screen appears only for those certificates that have space set aside for you to enter a title.

You may press [Ctrl-S] to toggle the **font size** between small and medium. The cursor will change size to show the selected size. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change. All the text on any given line must be the same size, but you can change the size from one line to the next.

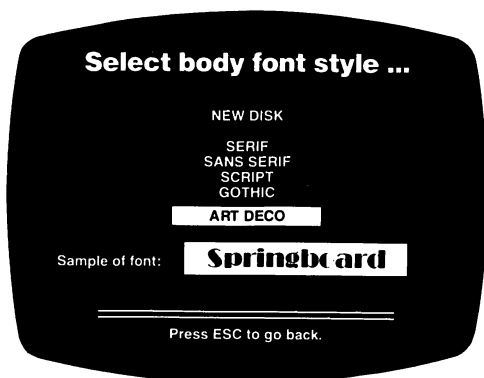
The **number of lines on the screen** indicates how many lines of text you may enter for the title. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

As you type, the **title is centered** on each line.

Note for **multiple-line titles**: While word wrap does work, you may also press [return] to move the cursor from one line to the next.

Pressing [return] on the last line **ends the title entry**.

6 Select body font style



Select the font style you want for the body of the certificate. As you scroll through the list of font names, you can see a sample of each font at the bottom of the screen. The fonts are:

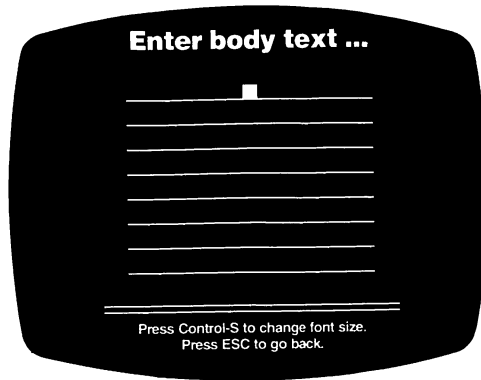
This is the SERIF type style
This is the SAN SERIF type style
This is the SCRIPT type style
This is the GOTHIC type style
This is the ART DECO type style

The font you choose for the body text will also be used for the date text (Screen 8).

You may choose any of the five fonts, regardless of the font used for the certificate title. Usually, a certificate looks best when you use the same font for both the title and the body text.

The **New Disk** option is reserved for future additions to Certificate Maker.

7 Enter body text



Enter the text you want to appear in the body of the certificate.

There are two font sizes available for the text. Pressing [Ctrl-S] toggles the **font size** between medium and small; the cursor will change size accordingly. All the text on a given line must be the same size, but you may change font size from one line to the next. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change.

While **word wrap** does work, you may also press [return] to move the cursor from line to line.

The **number of lines on the screen** indicates how many lines of text you may enter. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

The **text is centered** on each line.

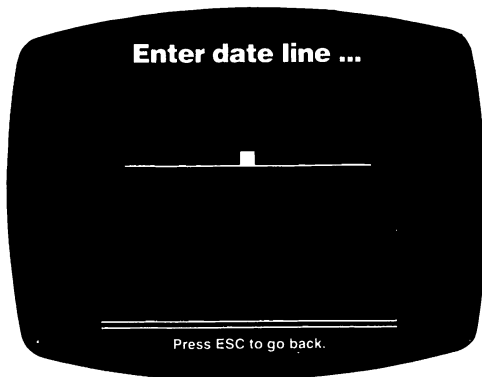
To make **typing corrections**, use the [backarrow] and [delete] keys. To delete an entire line of text, press [esc].

Pressing [return] on the last line **ends the text entry**.

To personalize several copies of the certificate:

Type ***name*** all by itself on the line where you want each name to appear. Don't put any other text on the line that has the ***name*** wildcard. Just before you print the certificate, the program will ask you what ***name*** file and which names from that file that you want to use. See Screens A-E for instructions on creating a ***name*** file.

8 Enter date line



Enter the date text you want to appear on the certificate.

Entering a date is optional. You may decide to leave the date area blank, or you may enter some text other than a date. The line and the word "date" that you see on the template do not appear on the printed certificate.

Because of the amount of space available, not all certificates have enough room to spell out an entire date such as "September 23, 1987." The amount of space allowed for the date is indicated by the length of the line on the screen.

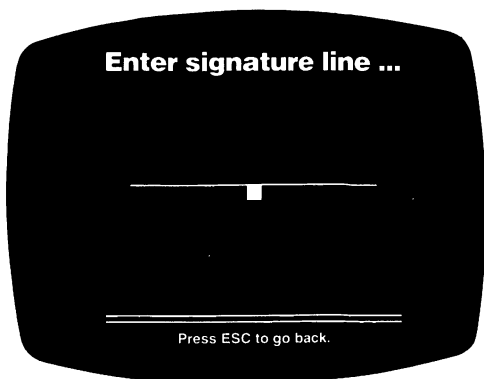
The font style for date text is the same as what you chose for the certificate text on Screen 7. The font size is small and cannot be changed.

Date text examples:

January 1, 1999

7/18/89

9 Enter signature line



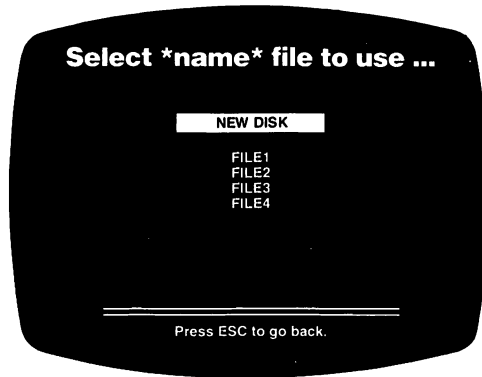
Enter the signature text you want to appear on the certificate.

All certificates include a pre-drawn line on which you can sign your name; the length of the line cannot be changed. The word "signature" beneath the signature line is replaced on the printed certificate by what you enter on this screen.

Signature text is centered beneath the signature line. If you want to move the text to the left, use [Space] to enter some spaces at the end of your name.

There is only one font for signature text. It is a special font that appears only in the signature area.

(10) Select *name* file



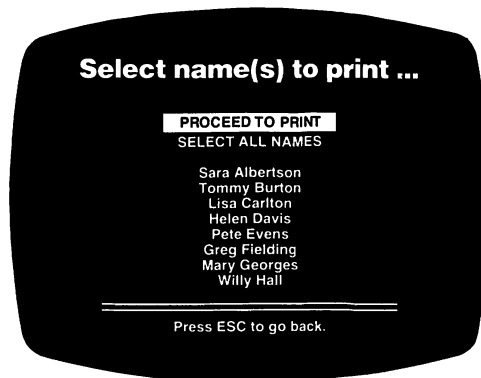
This screen appears only if the body text you entered in Screen 7 has the ***name*** wildcard. See Screen 7 for instructions on entering the ***name*** wildcard, and see Screens A-E for instructions on creating and editing a ***name*** file.

Select the ***name*** file from which you wish to draw names to be printed on several copies of the certificate.

If you have not done so already, the program will ask you to insert a ***name*** file disk into the appropriate disk drive.

Insert a new disk, then select **New Disk** if the ***name*** file you want is on a different disk.

(11) Select names



Select **Select all Names** if you want to print a certificate for every name in the file. An asterisk will appear to the left of each name.

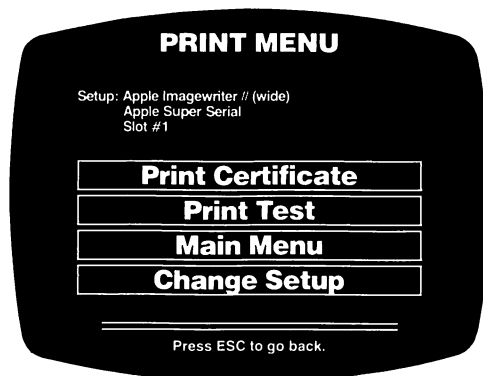
Select this option also if you want to select most but not all names from the list. Then move the cursor to the names you *don't* want and press [return] to delete those names.

Select the **individual names** if you want to print certificates for only a few of the names in the file. An asterisk will appear next to each name you select.

To remove a name accidentally selected, move the cursor to the name and press [return].

Select **Proceed to Print** when you are done selecting names.

12 Print certificate



Select **Print certificate** if the printer name displayed is the name of your printer, and if you are sure that the paper is adjusted properly in the printer.

Until you become familiar with how to align the paper for the various certificate formats, it is a good idea to select the Print Test option (described on the following page) before printing a certificate.

The format of each certificate (horizontal, vertical, or small) is as shown in the Certificate Catalog and cannot be changed.

If your text has a ***name*** wildcard, the program will print one certificate for each name you specified on Screen 11. If the ***name*** certificates are horizontal or vertical, the program will advance the printer to the top-of-form after each certificate is printed. If the ***name*** certificates are the small format, the program will print them two to a page.

Note: The program will print about one-third of the certificate at a time, then pause for a few moments before continuing. Don't worry when your printer stops before printing the entire certificate.

When the printing is done, the program returns to the Print Menu. This gives you a chance to print the certificate again. If you want to print the certificate again but accidentally select Main Menu, you can get back to the Print Menu by pressing [esc] from the Main Menu.

Select **Print Test** if you want to find out where on the paper the certificate will print. The program will print a four-corner test pattern of the certificate; this saves you from printing the entire certificate when you are not sure if the paper is aligned properly. This option is particularly recommended the very first time you use Certificate Maker and on all occasions when you are printing several *name* certificates.

Print Test is also helpful when you want to make sure that you have selected the right printer in the Change Setup procedure.

Select **Main Menu** if you want to start over or quit Certificate Maker. From there, you can press [esc] to return to the Print Menu if you decide to print the certificate after all. If you make any other selection from the Main Menu, the information you have entered in Screens 2-11 will be lost.

Select **Change Setup** if the printer setup displayed does not describe your printer. The program will display an alphabetical list of all the printers that can be used with Certificate Maker.

Scroll through the list until you find your printer, then select it. The program may have you respond to one or more questions regarding the specific configuration of your printer.

You will have to do the Change Setup procedure only the first time you print a certificate (and again if you ever use Certificate Maker with a different printer). Once you have specified your type of printer, the program remembers it.

Printer Tips

Colored ribbons and colored paper, available from your favorite computer store, can add flair to your certificates.

The graphics resolution of your printer will have an effect on the appearance of your certificates. A graphics resolution of 120 by 72 dots per inch provides the best quality.

If the printer skips lines while printing a certificate, turn off the automatic linefeed setting on your printer. See your printer manual for instructions. (Note: Some of the Change Setup procedures allow you to turn off linefeed without physically adjusting your printer.)

If the printer doesn't work, turn it off and back on again, then go through the Change Setup procedure. If that doesn't help, compare your DIP switch settings to those recommended in your printer manual.

NAME FILE

This chapter explains how to create a new *name* file and how to edit an existing *name* file. At the top of each page, the entry screen is lettered in the order in which you will use it. Follow this flow chart for quick reference.

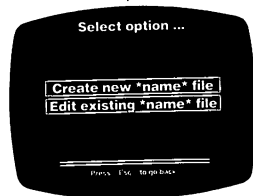
Create new *name* file

1



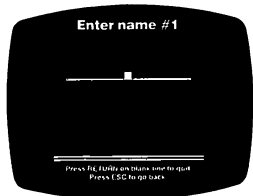
Select: *Name* File

A



Select: Create new *name* file

B



C



Edit existing *name* file

1



Select: *Name* File

A

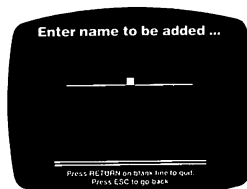


Select: Edit existing *name* file

10



E



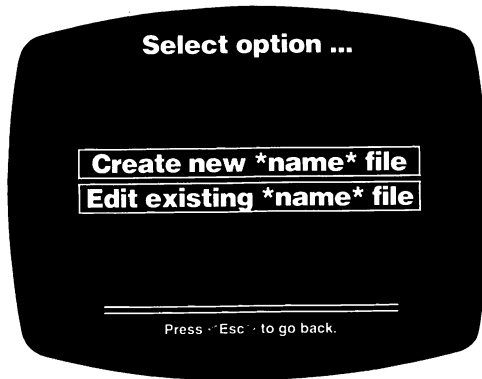
D



C



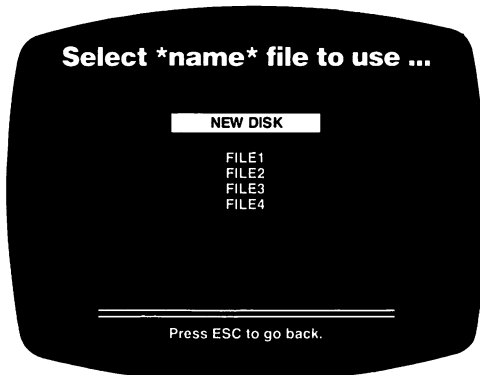
A Select *name* file option



This is the first screen you see when you select the *Name* File option from the Main Menu.

Select **Create new *name* file** if you want to make a new list of names. The program goes to Screen B, Enter Names.

Select **Edit existing *name* file** if you want to make additions, corrections, or deletions to an existing file. The program goes to the **Select *name* file** screen, as shown below.



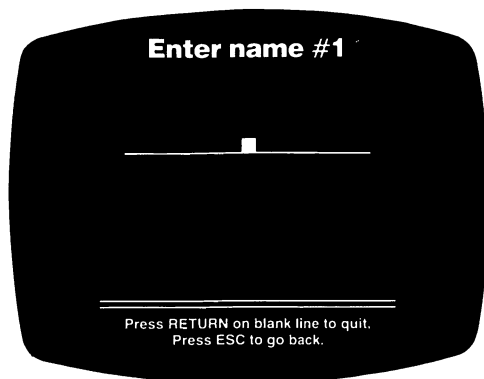
Select the *name* file you want to edit.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

The program goes to Screen D, Edit *Name* File.

Change the disk in the disk drive, then select **New Disk** if the *name* file you want is on a different disk.

B Enter names



Enter each name that you want to appear in the file. Each file may contain up to 75 names. As you enter names, the number at the top of the screen indicates how many names are in the file.

Each name in the list can be up to 25 characters long. Within that limit, each name may contain as many words as you like. Enter each name as you want it to appear on the certificate (e.g., *Mary Smith* not *Smith, Mary*).

Make sure the name is correct before you press [return]! Once you press [return], the only way to correct a name is through the **Edit existing *name* file** procedure (Screen D). To make corrections use the [backarrow] or [delete] key as described in the Introduction.

The order in which you enter names is not important. When you save a **name** file, the program automatically alphabetizes the list by the last word you enter.

When you are done entering names, press [return] when the entry line is blank.

C Save *name* file



Enter a name for the *name* file. Choose a name that will help you remember the contents of the file.

***Name* files have filename prefixes, but the prefixes are assigned by the program automatically. You cannot include a filename prefix when naming a *name* file.** The prefix assigned by the program is CMN (CMN.FILENAME). The only time you will need to use the filename prefix is when you are copying or deleting a file in ProDOS.

Name files must be saved on a data disk. Never save a *name* file on the Certificate Maker Master Program or Certificate disk. If you have more than one disk drive, the program displays a message reminding you which drive to use.

If you are saving an edited file, you can keep both the original and edited versions of the file by assigning a new name to the file, or you can get rid of the original version by assigning its name to the edited version.

For more information on disks, filenames, and filename prefixes, see your ProDOS manual.

When the file has been saved, the program returns to Screen 1, the **Main Menu**.

D Edit *name* file



Select **Add new name** if you want to add one or more names to the file. The program goes to Screen E, **Enter name to be added**.

Select a **previously entered name** if you want to delete that name from the list. As you scroll through the list of names, each name is highlighted, and the word Delete appears next to it. When the name you want to delete is highlighted, press [return].

You cannot edit a previously entered name. Thus, in order to change *Mray Msith* to *Mary Smith*, you must first delete the incorrect name, then select Add new name and enter the correct name.

Select **Save edited file** when you are done editing the file. The program goes to Screen C, **Save *name* file**.

E Enter name to be added



Enter each name you want to add to the file. Remember, each name can be up to 25 characters long, and there is a maximum of 75 names per file.

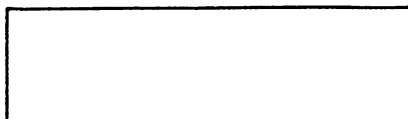
To make corrections, press [backarrow] or [delete] before pressing [return]. Once you have entered a name, you can correct it only from Screen D, **Edit *name* file**.

When you are done entering names, press [return] when the entry line is blank. The program goes to Screen D, **Edit *name* file**. From there, you can save the file.

On Screen D, the names you added will appear at the end of the list. Then, when you save the file, the names will be arranged in alphabetical order.

24 BORDERS TO CHOOSE FROM

Single Line



Double Line



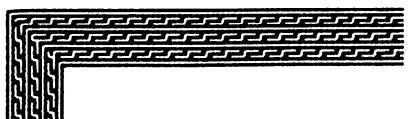
Triple Line



Arabian



Maze



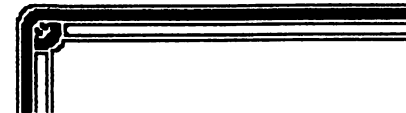
Spiral



Legal



Art Nouveau



Victorian



Lace



King Arthur



Persian



Links



African



Gothic



Weave



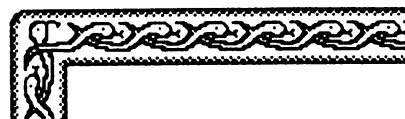
Bear



Heart



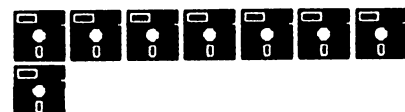
Snake



Egyptian



Disk



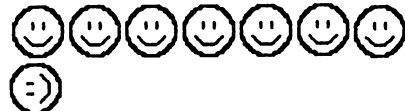
Skull



Duck



Smile



1

MOST VALUABLE MEMBER	
Date _____	
Signature _____	

2

BAD HAIRCUT AWARD

Signature _____
Date _____

3

AWARD FOR QUITTING SMOKING

Signature _____
Date _____


4

RUDE AWAKENING AWARD

Signature _____
Date _____

5

COUCH POTATO AWARD



Signature: _____
Date: _____

6

BACK SEAT DRIVER AWARD



Signature: _____
Date: _____

7

Can of Worms Award



Signature: _____  _____
Date: _____

8

AWARD FOR Painting Yourself into a Corner



Signature: _____ Date: _____

9

**COMPUTER
OPERATOR'S
LICENSE**



Signature _____

Date _____

10

**COMPUTER
WHIZ-KID
AWARD**



Signature _____

Date _____

11

**PROCRASTINATOR'S
AWARD**



Signature _____

Date _____

12

**TROUBLESHOOTER'S
CERTIFICATE**



Signature _____

Date _____



13

COOLNESS UNDER PRESSURE



Name: _____

Date: _____

14

"STICKING TO YOUR GUNS" AWARD



Signature _____

Date _____

15

LEMON AWARD

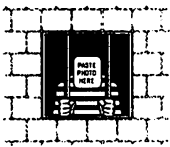


Teacher: _____

Site: _____

16

WANTED



Signature _____

Date _____

17

TEAM WORK AWARD



Teacher _____

Date _____

18

WORST JOKE AWARD



A cartoon illustration of three people standing and talking. On the left is a man wearing glasses, a striped shirt, and pants, looking towards the woman in the middle. The woman has short dark hair, wears a dark top and a light skirt, and looks towards the man on the right. The man on the right is taller, thinner, with a large nose, wearing a light-colored shirt with a pocket and pants, gesturing with his hands as if speaking.

Name _____

Date _____

19

GLOBETROTTER'S CERTIFICATE



Signature

Date

20

MS. KNOW-IT-ALL AWARD



Signature _____

Date _____

21

MR. KNOW-IT-ALL AWARD



Signature _____

Date _____

22

Best Kisser Award



Students: _____

Date: _____

23

SWEET TOOTH CERTIFICATE



Signature

Date

24

BEER CONNOISSEUR'S LICENSE



Expirates: _____

Date: _____



25

**WINE TASTER'S
CERTIFICATE**



Signature _____
Date _____



26

**WINE
CONNOISSEUR'S
CERTIFICATE**



Signature _____
Date _____



27

Pigsty Award



Signature _____
Date _____



28

**OUT ON A
LIMB**



Signature _____
Date _____

29

BEST VACATION PICTURES AWARD

Regular _____

Date _____

30

PHOTOGRAPHER'S AWARD



Signature _____
Date _____

31

CHEERFULNESS AWARD



Signature: _____

 Date: _____

32

**WHAT WILL I
BE WHEN I
GROW
UP ?**



A cartoon illustration of a person with glasses and curly hair sitting at a desk, looking thoughtful with a hand on their chin. A speech bubble above them contains a question mark.

Signature _____

Date _____



A circular icon containing a large question mark, resting on a base that resembles a ribbon or bow tie.

33

DRIVER'S
LICENSE



Signature

Date

34

INFECTING
CO-WORKERS



Signature

Date

Signature

Date

35

Quack
License



Signature

Date



36

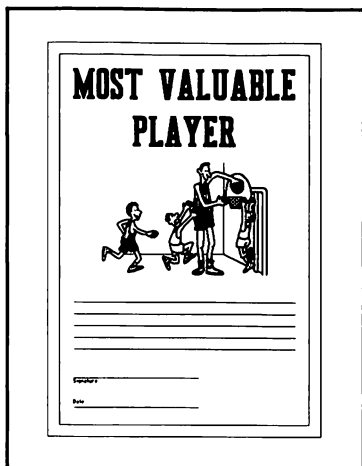
OUTSTANDING IN
YOUR FIELD



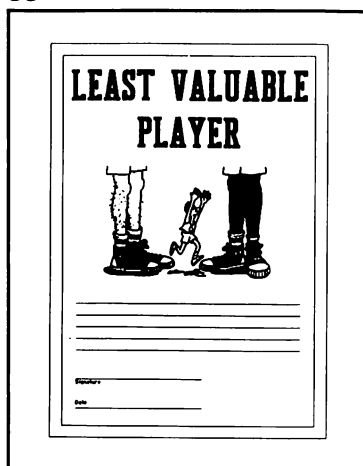
Signature

Date

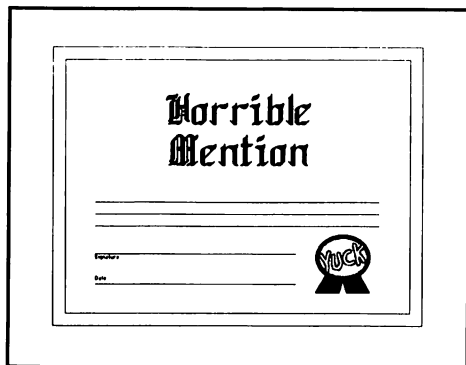
37



38



39

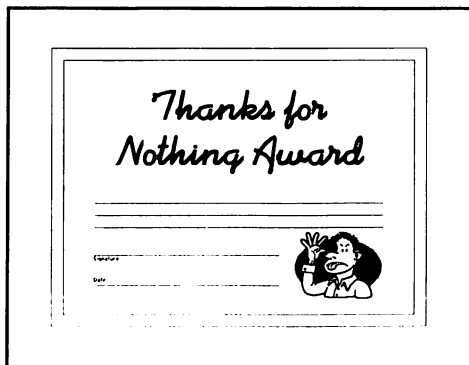


Unique

Disk 2

Side A

40



41

Certified Idiot

Signature

Date





42

Foot in Mouth Award



Signature

Date

43

BIG MOUTH AWARD



Signature

Date

44

MURPHY'S LAW DEGRE

Date

Signature



45

COMMUNITY SERVICE AWARD	
Signature _____ Date _____	

46

OUTSTANDING ATTITUDE	
Signature _____ Date _____	

47

The Widest, Thinnest, Tallest, Smallest Award	
	
Signature _____	Date _____



49

Dead Carp Award	
	
Signature _____ Date _____	

48

<i>Nicest Smile</i>	
Signature _____ Date _____	

50

HARDEST WORKER AWARD

Signature

Date



52

Happy Birthday Certificate



Signature

Date

51

CLOCK WATCHING AWARD





Signature

Date

53

PARTY ANIMAL



Signature

Date

54

MASTER CERTIFICATE MAKER™



Signature

Date



55

COMPANY CLOWN




Signature _____

Date _____



56

BEST BOSS AWARD



Signature: _____

Date: _____

57

BEST BOSS AWARD



Signature _____

Date _____

58

BEST SECRETARY AWARD



Signature _____

Date _____



59

**BEST SECRETARY
AWARD**


Signature _____
Date _____



60

**Most
Coffee Breaks
Award**


Signature _____
Date _____



61

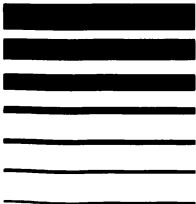
**Certificate
of
Promotion**

Signature _____
Date _____

62

**EMPLOYEE OF THE
WEEK**

Signature _____
Date _____



63

<table border="1"><tr><td>EMPLOYEE OF THE MONTH</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>Signature _____</td></tr><tr><td>Date _____</td></tr></table>	EMPLOYEE OF THE MONTH	_____	_____	_____	Signature _____	Date _____
EMPLOYEE OF THE MONTH						

Signature _____						
Date _____						

64

<table border="1"><tr><td>EMPLOYEE OF THE YEAR</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>Signature _____</td></tr><tr><td>Date _____</td></tr></table>	EMPLOYEE OF THE YEAR	_____	_____	_____	Signature _____	Date _____
EMPLOYEE OF THE YEAR						

Signature _____						
Date _____						

65

<table border="1"><tr><td>READING AWARD</td></tr><tr><td></td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>Signature _____</td></tr><tr><td>Date _____</td></tr><tr><td></td></tr></table>	READING AWARD		_____	_____	_____	Signature _____	Date _____	
READING AWARD								
								

Signature _____								
Date _____								
								

66

<table border="1"><tr><td>Certificate of READING PROFICIENCY</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>Signature _____</td></tr><tr><td>Date _____</td></tr><tr><td></td></tr></table>	Certificate of READING PROFICIENCY	_____	_____	Signature _____	Date _____	
Certificate of READING PROFICIENCY						

Signature _____						
Date _____						
						



67

**WRITING
AWARD**



Signature _____

Date _____



68

**Certificate of
WRITING PROFICIENCY**

Signature _____

Date _____





69

**MATHEMATICS
AWARD**



Signature _____

Date _____



70

**Certificate of
MATHEMATICS SKILLS**

Signature _____

Date _____



71

**Certificate of
ART PROFICIENCY**

Signature _____

Date _____



72

Certificate of MUSIC PROFICIENCY	
_____ _____ _____	
Signature: _____	
Date: _____	

73

Certificate of GEOGRAPHY SKILLS	
_____ _____ _____	
Signature: _____	
Date: _____	

74

Certificate of SCIENCE PROFICIENCY	
_____ _____ _____	
Signature: _____	
Date: _____	

75

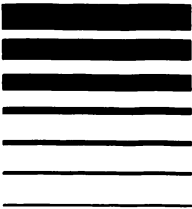
Certificate of SPELLING PROFICIENCY	
_____ _____ _____	
Signature: _____	
Date: _____	

76

Certificate of HISTORY PROFICIENCY	
_____ _____ _____	
Signature: _____	
Date: _____	

77

Certificate of SOCIAL STUDIES PROFICIENCY	
_____ _____ _____	
Signature: _____	Date: _____



78

**Certificate of
PHYSICAL EDUCATION
PROFICIENCY**

Signature _____ Date _____

79

CLASS CLOWN



Signature _____

Date _____

80

**Certificate
of
Scholastic Achievement**

Signature _____

Date _____



81

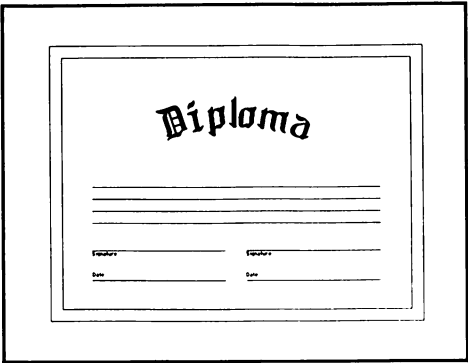
**Certificate
of
Graduation**

Signature _____

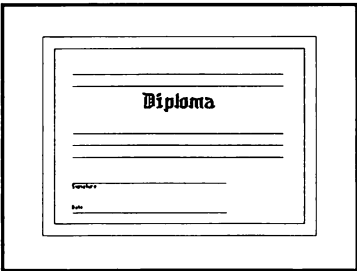
Date _____



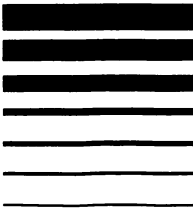
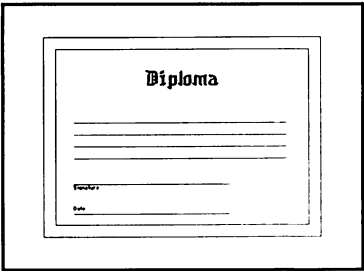
82



83



84



85

World's Greatest Athlete  _____ _____ _____ _____ _____ Signature _____ Date _____

86

World's Worst Athlete  _____ _____ _____ _____ _____ Signature _____ Date _____
--

87

POOR SPORTSMANSHIP AWARD  _____ _____ _____ _____ _____ Signature _____ Date _____

88

SKIING AWARD  _____ _____ _____ _____ _____ Signature _____ Date _____

89

MARKSMANSHIP AWARD  _____ _____ _____ _____ Participant: _____ Date: _____

90

FISHING AWARD  _____ _____ _____ _____ Participant: _____ Date: _____ 
--

91

BASKETBALL AWARD  _____ _____ _____ _____ Participant: _____ Date: _____ 
--

92

_____ _____ _____ _____ _____ _____ _____ _____  Participant: _____ Date: _____

93



Signature _____

Date _____

94

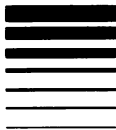
FOOTBALL AWARD



Signature _____

Date _____





95



Signature _____

Date _____

96



Signature _____

Date _____

97

**BASEBALL
AWARD**



Signature: _____

Date: _____



98



Signature: _____

Date: _____

99



Signature: _____

Date: _____

100

**GYMNASTICS
AWARD**



Signature: _____

Date: _____



101

 	
Name _____ Date _____	

103

102

GYMNASTICS AWARD



Signature _____

Date _____



104

HOCKEY AWARD



Forfeiter: _____

Date: _____



105



Signature _____ Date _____

106



Signature _____ Date _____



108



Signature _____ Date _____

107



TENNIS AWARD

Signature _____ Date _____

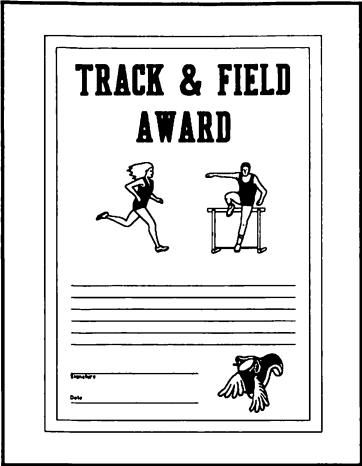


109

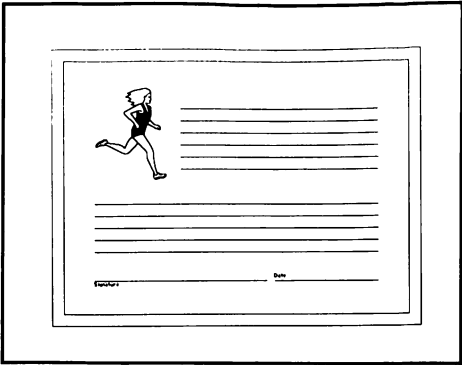


Signature _____ Date _____

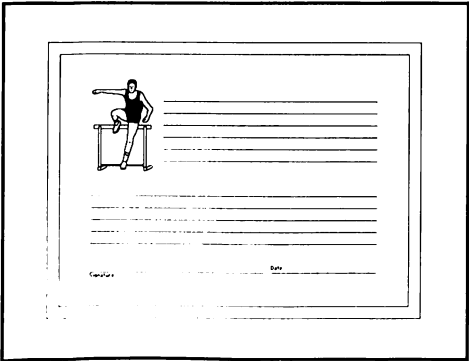
110



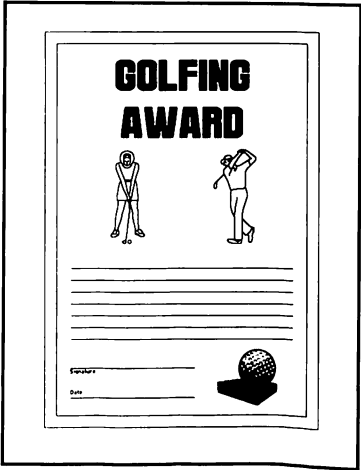
111



112



113



114



Signature _____

Date _____

115



Signature _____

Date _____



117



Signature _____

Date _____

116

**SOCCER
AWARD**



Signature _____

Date _____



118



Signature _____

Date _____

119

BOWLING AWARD	
	
Signature _____	
Date _____	

120

		
Signature _____	Date _____	

121

	
Signature _____	Date _____

122

RACQUETBALL AWARD	
	
Signature _____	
Date _____	

123

	
Signature _____	Date _____

124

A worksheet template for a physical education class. The page contains a large rectangular frame. Inside the frame, on the left side, is a black-and-white illustration of a person in athletic wear running towards the right while holding a ball. To the right of the runner are four horizontal lines for writing. Below the runner are five more horizontal lines. At the bottom left of the frame, there is a line labeled "Signature". At the bottom right of the frame, there is a line labeled "Date".

125

SWIMMING AWARD




Signature _____

Date _____



126



FIGURE 1

Date _____

127

[illegible]

128

GREATEST BACKYARD CHEF  _____ _____ _____ _____ Signature: _____ Date: _____

129

CLEAN ROOM AWARD  _____ _____ _____ _____ Signature: _____ Date: _____ 

130

Award for Eating All Of Your Yucky Vegetables  _____ _____ _____ _____ Signature: _____ Date: _____
--

131

Certificate of Wedded Bliss  _____ _____ _____ _____ Signature: _____ Date: _____

132

**ANNIVERSARY
AWARD**

Signature _____

Date _____



133



**Newborn Baby
Award**

Signature _____

Date _____

134

**Clean Teeth
Award**



Signature _____

Date _____



135

**Gourmet
Chef Award**



Signature _____

Date _____



136

CERTIFICATE OF LOVE	
_____ _____ _____	
Signature _____	
Date _____	

138

ADOPTION CERTIFICATE	
_____ _____ _____ _____	
Signature _____	
Date _____	

137

<i>Sweetheart Award</i>	
_____ _____ _____	
Signature _____	
Date _____	

140

<i>Dog Owner's License</i>	
_____ _____ _____	
Signature _____	
Date _____	

139

IN THE DOGHOUSE	
	
_____ _____ _____	
Signature _____	
Date _____	

141

<i>Cat Owner's License</i>	
_____ _____ _____	
Signature _____	
Date _____	

142

*Bird Owner's
License*

Signature _____
Date _____



143

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



144

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



145

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



146

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



147

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



157

BAD GIRL AWARD	
Signature _____	
Date _____	

158

BAD BOY AWARD	
Signature _____	
Date _____	

159

BEST MOM AWARD	
Signature _____	
Date _____	

160

BEST DAD AWARD	
Signature _____	
Date _____	

161

Signature _____	
Date _____	

162

Signature _____	
Date _____	

163

Signature _____	
Date _____	

164

Signature _____	
Date _____	

165

Signature _____	
Date _____	

Religious

Disk 2

Side B

166

Signature _____	
Date _____	

167

Signature _____	
Date _____	

168

Signature _____	
Date _____	

169

_____ Signature _____ Date	

170

_____ Signature _____ Date	

171

_____ Signature _____ Date	

172

_____ Signature _____ Date	

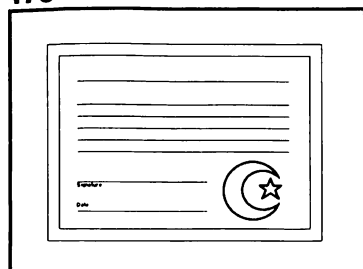
173

_____ Signature _____ Date	

174

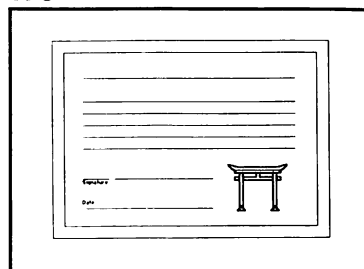
_____ Signature _____ Date	

175



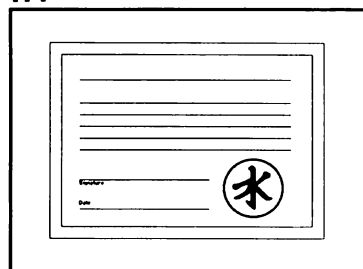
A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a circular emblem containing a crescent moon and a five-pointed star.

176



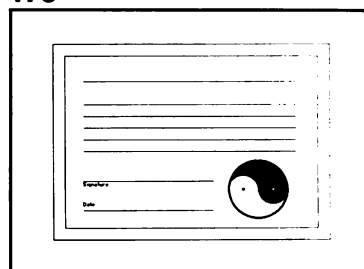
A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a stylized illustration of a Shinto torii gate.

177



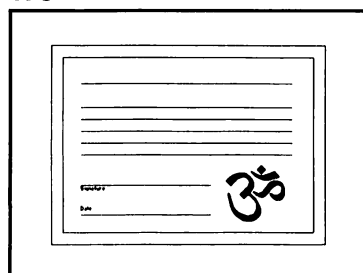
A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a circular emblem containing the Japanese character for water (水).

178



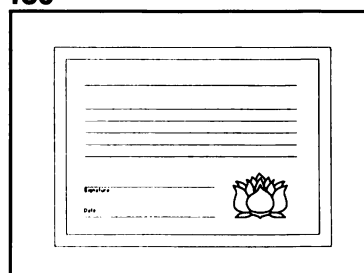
A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a circular emblem containing a yin-yang symbol.

179



A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a stylized Om symbol (ॐ).

180



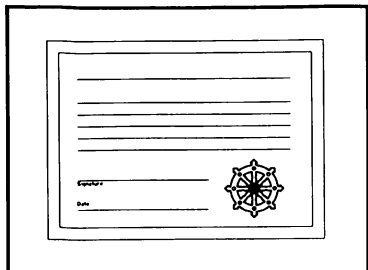
A certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two short horizontal lines labeled "Signature" and "Date". To the right of these lines is a stylized illustration of a lotus flower.

Religious

Disk 2

Side B

181



A blank certificate template with a double-line border. Inside, there are five horizontal lines for text. At the bottom left, there are two lines labeled "Signature" and "Date". At the bottom right, there is a decorative geometric star-like symbol.

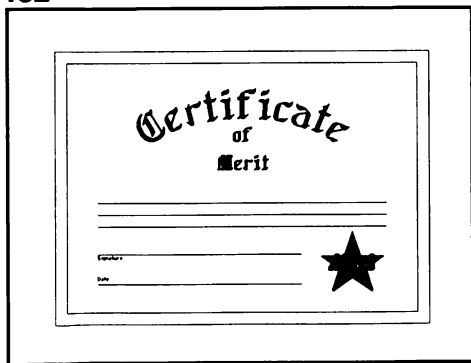


General Awards

Disk 2

Side B

182



A certificate template titled "Certificate of Merit" in a stylized font. It features five horizontal lines for text. At the bottom left, there are two lines labeled "Signature" and "Date". At the bottom right, there is a large, solid black five-pointed star.

183



A certificate template titled "Certificate of Achievement" in a stylized font. It features five horizontal lines for text. At the bottom left, there are two lines labeled "Signature" and "Date". At the bottom right, there is a small illustration of a lit torch.

184



A certificate template titled "Certificate of Excellence" in a stylized font. It features five horizontal lines for text. At the bottom left, there are two lines labeled "Signature" and "Date". At the bottom right, there is a small rectangular box containing the word "Fantastic" in a cursive font.

185



A certificate template titled "Certificate of Appreciation" in a stylized font. It features five horizontal lines for text. At the bottom left, there are two lines labeled "Signature" and "Date". At the bottom right, there is a small illustration of a hand holding a heart.

186

Certificate
of
Recognition

Signature: _____
Date: _____



187

Certificate
of
Attendance

Signature: _____
Date: _____

188

Certificate
of
Membership

Signature: _____
Date: _____

189

Certificate
of
Participation

Signature: _____
Date: _____

190

Certificate
of
Completion

Signature: _____
Date: _____

191

Certificate
of
Improvement

Signature: _____
Date: _____

192

Certificate
of
Proficiency

Signature _____
Date _____

193

Certificate
of
Performance

Signature _____
Date _____

194

Certificate
of

Signature _____
Date _____

195

Certificate
of

Signature _____
Date _____

196

Certificate of

Signature _____
Date _____

197

Award
For
First Place

Signature _____
Date _____



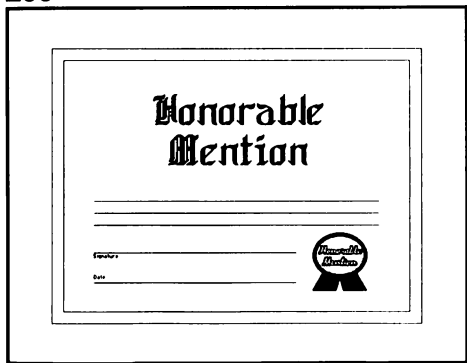
198



199



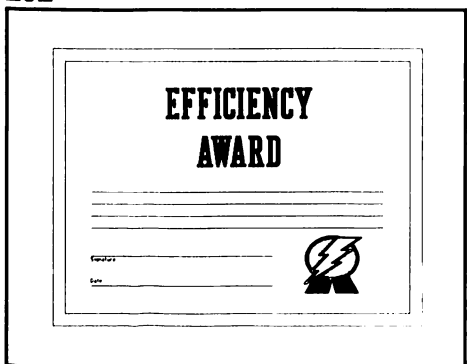
200



201



202



203



204

Award	
_____ _____	
_____ _____	
Signature _____	
Date _____	

205

Award	
_____ _____	
_____ _____	
Signature _____	
Date _____	

206

AWARD	
_____ _____ _____ _____ _____	
Signature _____	
Date _____	

207

Award for	
_____ _____ _____ _____ _____	
Signature _____	
Date _____	

208

Award for	
_____ _____ _____ _____ _____	
Signature _____	
Date _____	

209

JOB WELL DONE	
_____ _____ _____ _____ _____	
Signature _____	
Date _____	

210

LICENSE

Signature

Date

211

License

Signature

Date

213

Thank You

Signature

Date

212

License

Signature

Date

214

Congratulations

Signature

Date

215

MOST LIKELY TO

Signature

Date

216

BEST SUGGESTION

Signature: _____
Date: _____

217

Signature: _____
Date: _____



218

Signature: _____
Date: _____

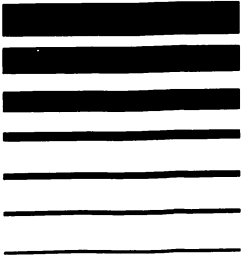


219

Signature: _____
Date: _____

220

Signature: _____
Date: _____



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